

Winnipeg Housing Rehabilitation Corporation  
Onsite Caretaker – South Area of Winnipeg

Closing Date: until filled  
Salary: \$13.18 hourly wage – unionized position  
Hours: 75 hours bi-weekly  
Reports to: Property Manager

The Caretaker is relied upon as a point of contact for all building residents. Further, he or she ensures the property is maintained and well-kept at all times. The incumbent will be responsible and perform the duties of the position with a helpful and friendly disposition.

Qualification:

The successful candidate will be a high school graduate or academic equivalent.  
The incumbent will also satisfy the following additional skills/qualifications:  
Patience and the ability to deal with stressful situations and circumstances  
Able to conform to sifting priorities, demands and timelines  
Communication and interpersonal skills – must be able to communicate effectively with tenants, fellow staff members and contractors – must be able to read and write in English  
Physical and mental ability to perform a full range of cleaning, maintenance, security and administrative duties – must be able to lift at least 50 lbs.  
Knowledge of and demonstrated ability to perform minor home maintenance task  
Demonstrated analytical and problem-solving capabilities  
Clear criminal record abstract  
Valid class 5 driver's license and reliable vehicle - preferred

Desirable:

- Knowledge of or experience working in not-for-profit housing
- Experience or knowledge of Residential Tenancies Act and landlord requirements thereunder

Duties & Responsibilities:

The following listing is not exhaustive but does highlight some of the positions main responsibilities:

- Cleaning and maintenance of common areas (vacuuming, grass cutting, snow shovelling etc.)
- Moving items (possible heavy lifting)
- Minor in-suite maintenance tasks as required
- Generally monitor assigned buildings and related security
- Record keeping (snow shoveling log, assigned key log, etc.)
- Suite turnover reports – move-in/out condition reports and spec sheets
- Be available during 8:00 am – 6:00 pm
- Be available to respond to emergencies not during regular business hours
- Other duties as assigned

Applicants are asked to send their cover letter and resume referencing Caretaker in the subject line to [mmeeches@whrc.ca](mailto:mmeeches@whrc.ca) or by mail to 104 – 60 Frances St. Winnipeg MB R3A 1B5.

Your cover letter & resume must clearly indicate how you meet the qualifications.

We thank all who apply however, only those selected for further consideration will be contacted.